

**CITY OF MADISON PARKS DEPARTMENT  
FACILITY USE FORM**

Name of Organization: \_\_\_\_\_

Person making application: \_\_\_\_\_

Activity or Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time: \_\_\_\_\_ Doors open: \_\_\_\_\_

Date(s) of Practice: \_\_\_\_\_ Time: \_\_\_\_\_ Doors open: \_\_\_\_\_

Facility to be used:

- |                                            |                                                |                                           |                                             |
|--------------------------------------------|------------------------------------------------|-------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Broadway Fountain | <input type="checkbox"/> Brown Gym             | <input type="checkbox"/> Crystal Beach    | <input type="checkbox"/> Fireman's Park     |
| <input type="checkbox"/> Gaines Park       | <input type="checkbox"/> Hargan-Matthews Park  | <input type="checkbox"/> Jaycee Park      | <input type="checkbox"/> John Paul Park     |
| <input type="checkbox"/> Johnson Lake Park | <input type="checkbox"/> Kiwanis Park          | <input type="checkbox"/> Lamplighter Park | <input type="checkbox"/> Lorenz Park        |
| <input type="checkbox"/> Lytle Park        | <input type="checkbox"/> Oakhill Park          | <input type="checkbox"/> Pearl Park       | <input type="checkbox"/> Playground for All |
| <input type="checkbox"/> Children          | <input type="checkbox"/> Rucker Sports Complex | <input type="checkbox"/> West-End Park    | <input type="checkbox"/> Bicentennial Park  |

**\*\*PROOF OF INSURANCE MUST BE SUBMITTED TO CITY HALL BEFORE THE EVENT  
CERTIFICATE OF LIABILITY FOR 1 MILLION DOLLARS**

APPLICANT(S) ACKNOWLEDGEMENTS:

\_\_\_\_\_  
Signature of Applicant Title

\_\_\_\_\_  
Company Address City State Zip

\_\_\_\_\_  
Company Telephone # Fax

Check the following special equipment that is needed for the event:

- |                                      |                                                           |
|--------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> P.A. System                      |
| <input type="checkbox"/> Floor Tarp  | <input type="checkbox"/> Picnic Tables (\$5.00 per table) |
| <input type="checkbox"/> Restrooms   | <input type="checkbox"/> Other                            |

Estimate of charges \_\_\_\_\_

PERMIT AUTHORIZED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE CITY OF MADISON

\_\_\_\_\_  
Approving Official

Make sure the following forms are completed if necessary:

- ☐ Street Closure Form (if needed)    ☐ Street Department Facility Use Form

## CITY OF MADISON RULES AND REGULATIONS

1. "Applicant" will be held to mean the director, chaperon, or representative of the organization while in its use of facilities.
2. Proper insurance liability has been attained and written proof on file at the Parks Office.
3. The use of facilities will be strictly confined to areas designated or included in the PERMIT. The organization will be held responsible for the compliance of these rules by all persons participating in or pertaining to the activity for which the facility is being used.
4. Drinking intoxicants or their possession or gambling on park property is prohibited.
5. No furniture or equipment shall be use or moved without express approval in the PERMIT.
6. The City of Madison and its employees shall not be responsible for injuries, damage to or loss of property upon park premises sustained by the applicant participants or patrons of any programs.
7. No nails, screws, scotch tape or other materials may be used in or on floors, walls, curtains, woodwork, blinds, window glass, or equipment without written approval on the PERMIT.
8. Smoking inside buildings is prohibited.
9. Regular park events or park connected events always take precedence over any outside organization. Every effort will be made to avoid for use of park facilities must be presented not less than two weeks before desired dates.
10. No organization may use facilities for the special practice or any other use except on the exact date and hours contracted for.
11. If the nature of the event requires special police, or special parking attendants, any expense involved is an obligation of the organization.
12. All properties brought in by the organization *must be removed the same evening*.
13. The City of Madison expects the facility to be in readiness and the custodian to give courteous service at all times. Any variation from this procedure should be reported to the park office.
14. Damage or misuse of the facility or equipment shall be paid for in full by the organization and/or applicant chargeable with the use. The appraisal of the City of Madison, or its agent, shall be the final determinant in all cases of damage or misuse.
15. Food or drinks shall be confirmed to designed concession areas, and product liability insurance form must be on file in the Mayor's office.
16. Scheduling of park facilities must be approved by the Park Board. A special form can be picked up at the Park office for scheduling.